

The electronic application is available through <http://e-grants.ed.gov>.

1. The deadline for receipt of the application and Statement of Institutional Support, Foreign Language Evaluation, and Word doc of human subjects narrative or Notice of Action* (if your research involves human subjects and/or will require IRB review) is **12 PM, Friday, November 13, 2009**. This will be an electronic submission. The Statement is usually written by the Department Chair. The Word doc of human subjects narrative or Notice of Action should be sent as email attachment to Erin Crawley at fellow@intl-institute.wisc.edu.

2. Please also submit one hard copy of your application to my office 328 Ingraham Hall, 1155 Observatory Dr. by the campus deadline.

3. Read carefully the Instructions for Faculty in the e-application before filling out the application. Each item on the application form has an explanation in this section.

4. Rates for all international travel estimates and excess baggage allowances should be based on commercial jet economy high season rates. They may be obtained from your travel agent or air carrier. U.S. flag carriers must be used whenever possible. All travel arrangements must conform to the Fly America Act. Requests for excess baggage allowance must be justified.

5. The terms of the Fulbright-Hays Fellowship maintenance stipend is based on your “annual academic year salary at time of application (excluding summer salary, anticipated increases or benefits).” So it is the equivalent of your salary for a 9 month period, and does not provide any funds to cover fringe costs (e.g., health and life insurance, retirement, etc.). The grant must be payrolled and you must secure other funding to cover the equivalent (and significant) fringe costs during the period of your grant. The following information is available from the Graduate School web site, <http://www.grad.wisc.edu/research/researchfunding/supplementation.html>:

“For awards other than those named above, supplementation must be sought on an individual basis directly through the Graduate School's Research Committee Fall Competition and/or directly to the school or college, and is not guaranteed. Applicants should note on their research applications that an outside fellowship award is pending or to-be-submitted, and indicate the average stipend awarded by the agency.”

6. If offered an award, grantees will need to acquire a research visa for each country involved in your study before the grant can be activated and funds released. Grant recipients must secure research permits (if required) and visas; this is not done by the Fellowships Office, or any other office on campus or in DC.

If you experience any technical difficulties with the electronic application, please contact the e-application help desk, 1-888-336-8930 Monday-Friday, 8:00 AM to 6:00 PM Washington DC time. Dr. Crawley cannot help with any electronic system difficulties.

** The instructions for this are available in the e-application under Instructions for the ED Supplement to the SF 424, scroll down to Definitions. You will use the Definitions in putting together the narrative about your research as exempt or non-exempt. This is your best-faith effort; it does not have to be lengthy, nor does it matter if it ends up that your assessment is incorrect. If you have already gone through the IRB process and have a Notice of Action, please send me a copy of this as an email attachment; you do not have to submit your own human subjects narrative in this case. I will have to upload each narrative to an institutional form that I fill out so please use Word formatting.*